

Virginia Hagins:

Hello, I'd like to welcome you to our training session. Today's session is "Using EDEXpress to Process Direct Loans". I will be walking you through the Direct Loan module in EDEXpress from setup to disbursements. We will also be going through the MPN process, communicating with COD as well as giving you additional resources.

I am Virginia Hagins, a Training Officer in Region IX, based in San Francisco. I will be guiding you on our tour through the Direct Loan module in EDEXpress

If you have not already done so, you can download EDEXpress on <https://www.fsadownload.ed.gov>. The software is released in multiple versions each year. You can also download the EDEXpress desk reference from FSAdownload which has step by step instructions on set up and processing.

Let's now look at our agenda.

EDEXpress set up is our first step in the process.

We will begin with the **global school set up**, moving on to **COD setup**. We will then walk through **Loan Originations**, **Direct Loan disbursements** and **exporting both origination and disbursement records**.

Changing a Direct Loan Disbursement record is next on the agenda. Following that, we will go through making **multiple entries**.

Finally, we are going to look at the **reports** that EDEXpress has available for your use.

Throughout this webinar there are "Pit Stops" to challenge your understanding of the training. Answers will be given as we proceed through the training.

Once you have logged into EDEXpress, you will want to go to **Tools, Setup**. You need to do your Global setup first. Let's have a look at setting up your **school profile**.

For those of you that use EDEXpress for your processing, this is probably all very familiar to you.

Once you have clicked on the **school** tab, you will see this screen shot.

From here, you would click on the retrieve button and look for your school....

This screenshot shows a database of all the schools with their Federal School Codes and Addresses. The schools listed in the database are established schools with Title IV IDs. Every year when the EExpress software is updated, we make sure that all the latest school codes get loaded into the software. However, if you are a newly approved TITLE IV school, your Direct Loan School Code may not be in the software, in which case you would have to add your school. I am going to show you that in a moment.

To find your school from the EExpress database, right-click on the Federal School Code column. A box will appear giving you several choices including 'Find', "Quick Sort Ascending", "Quick Sort Descending" among others.

In this case, we will do a "find" under the Federal School Codes.

Once you have clicked "**find**" a dialogue box will appear, where you can enter your **Direct Loan School Code**. You would then click on "**Find First**". As you can see there is an arrow in the box to the left of the school code we searched for. Then click "**OK**".

Once the screen comes up that lists your school, make sure that you have got the "**Direct Loan Participant**" box checked, and then click on **Save**, then **OK**.

As mentioned earlier, if you are a brand new school that has signed up for a Title IV participation mid year and your school is not listed in the software, you will need to click on the **Add** button instead of Retrieve on the initial School setup screen.

This will bring up a blank screen allowing you to type in your Direct Loan School Code and school information. You want to make sure that you have entered the correct address that is on file with the Department for your federal school code. Again, be sure to check the "**Direct Loan Participant**" box. Hit the **save** button. You now have your school set up as a Direct Loan school in EExpress.

Next up is the **COD** School set up. You will need to go back to **Tools, Setup** and then click on the **COD** tab.

By clicking on **school** as seen on the previous slide, EDEExpress will open up a screen listing current schools in your database if available. Type the six-character Direct Loan school code in the DL Code box, or click the **ellipsis (...) button** and select it from the list of school codes.

You may see more than one school code, as shown in this screen shot. For example, a servicer could be processing for multiple schools, or a school could be processing for multiple branches with different DL school codes.

You should note that you can enter more than one DL Code in COD School setup and select one of them as the Default School.

Once you click on the ellipse button, you will see a similar screen to what we saw in our initial school set up. This time it is a list of schools participating in Direct Loan. You will retrieve your school code the same way, by right clicking on the Federal School Code column, and choosing 'find'. Enter your DL school code, click **Find First**, then **close** that box once your code has been retrieved. The arrow next to your school code confirms the code you searched for. Click OK and that code will get carried back to the Direct Loan school set up.

As you can see, we have added our DL School code. You now have to enter information on your school.

The First column asks for your **reporting entity ID**. If your school is reporting for itself then your reporting and attended entity ID will be your COD entity ID. If you don't know what your COD entity ID is, you can log into COD. Look for the little red circle containing a white "I" inside next to your school name; click on this to display all of your school's federal IDs or you can call COD customer service for assistance. If your school (A) is reporting for another school(B) that is originating loans under its own Direct Loan code for students attending that campus, then you would have a reporting and attended relationship. School A's COD entity ID would go in the reporting field and School B's COD entity ID would go in the **attended entity ID field**.

The next column is your **funding method**. All schools in Direct Loan are considered Advance Funding unless the Department has put you under Cash Monitoring or Reimbursement. Advanced Funding allows you to drawdown your funds prior to making disbursements to students – within the Cash Management regulations of disbursing all Federal funds within 3 business days of receiving them from the Department.

You will then need to pick your **Default School**.

On the next screen we will review the bottom portion of the COD School Setup screen.

The **Total MPNs Printed** should be completed even if you plan to primarily use the eMPN process. If you use electronic promissory notes, you would just choose not to print the promissory notes. The default value is 2, one for the school and one for the student, but you can increase this amount if you choose.

Next you need to choose your print option should you decide to print your own notes or need to print as in the example just mentioned. The option of **O** means the school is printing on site with the EExpress software. You do have other options: if you type **S**, the MPN will be sent by COD directly to the borrower on the school's behalf. If you select **R**, COD will print the prom note and send it to the school and the school must send it to the borrower and get the signature. **F** is an indicator that you are using some other form to print. In this case, we are leaving ours at **O**.

You need to authorize a **loan official**. Enter the name of the authorized FAA official responsible for administering the William D. Ford Federal Direct Loan Program at your school. This name will be displayed on any promissory note manifest that you send to the Department.

We are moving on to the loan fee percentages. These are preset in EExpress for loans that are disbursed on or after 7/1/10. **1%** for sub and unsubsidized loans and for parent plus and graduate plus the percentage is **4%**. Do not change either of these fields unless you are instructed to do so by ED.

There are also interest rebate percentages, which are also preset. For loans first disbursed after July 1st 2010, the sub/unsub upfront interest rebate is .5%. For PLUS the upfront interest rebate remains 1.5%

If or when you print a promissory note on site, you have the choice of printing an address to a permanent address or to a local address. This can be helpful if you have students who have a permanent address off-campus but during the school year they are living on campus and they have a local address. You can set up both addresses in EExpress, but the promissory note will only print one.

The next question, **are you a special school**, is for schools whose most recent cohort default rate is less than 10%. If you are a **special** school you may disburse a single term loan in one disbursement. If your school qualifies, you can go ahead and check this box. COD does not compare those records to anything else, so you are self certifying that you are a special school and are eligible to make that single

disbursement for a single loan. COD does have a flag set that will allow or disallow a school to make a single disbursement.

The next box **“Prompt to Create an Additional Loan During Origination Process?”** will do just that if you check this box. If you check this box, when you create a loan record and originate the loan the software automatically asks if you would like to create another loan. If you answer yes, it will bring up the set up process of creating another loan and contains some pre-filled data. If you plan to offer your students the maximum available to them in Sub and Unsub, setting this can be more efficient.

If you check the box titled **Entrance Interview Required Prior to Disbursements** it will require any student who is a grade level **“0”** or **“1”** to have an entrance interview prior to allowing you to disburse funds. If a student is higher than a grade level **“0”** or **“1”**, the software does not require an entrance interview prior to disbursement, because it is quite possible that the student has had entrance interviews at a prior school. By checking this box, if they are listed as a grade level **“0”** or **“1”**, EDEExpress will require you to have an entrance interview on file and marked on the demo screens confirming this prior to allowing you to make a loan disbursement. If you do not check this box, EDEExpress is just not going to check. This particular setup question is there for you to determine the best practice for your school.

Our next box deals with disclosure printing. If you have COD print the disclosures, they will send them to the students after the loan origination record is received, within 30 days of your school making the loan origination. You can choose to print on site using EDEExpress if you prefer. Keep in mind there are a lot of pages to the disclosure notice. But if you are in a bind and you need the student to get their disclosure before you make a disbursement, you can go into EDEExpress and print it. Valid values include: **S = COD Prints (sends to borrower) or O = Onsite (school prints and sends to borrower).**

EDE has two types of actual disbursement. The first one is the gross actual disbursement amounts: the second is for net. You have a choice when you do your default set up to set up disbursements to accept the gross actual amount or the net actual amount. It really does not make a difference unless you need to return funds for the student, because they have dropped out or drop to less than half time. It is easier to calculate a return on direct loans if you calculate using the net, as opposed to the gross amount. The net amount has the fees already taken into account. The gross amount does not. We recommend to schools that when they do their set up, they set this at N.

Our final box asks **“Do You use MultiYear MPNs at Your School?”**. If that applies to you, you want to check this box. If for some reason you are one of those schools that

is just a single year user of the master promissory notes, you do not want to check this box.

Once you have finished the **COD School Setup** page, click **okay**. And we will move on to **COD System Setup**.

Now that we have finished our school set up, we will set up our **System**. Again, you want to go to **tools** and **set up**. Making sure you are on the **COD tab**, click on **System**. The System box will display

The **Source Entity ID** is the COD entity ID representing the school, third-party or vendor responsible for physically sending and receiving documents to and from the COD System. The Source Entity ID does not have to be the same as the Reporting or Attended Entity ID, but it must have a relationship acknowledged by the U.S. Department of Education with the Reporting and Attended Entity ID and the Destination Point TG number. If your school is sending (transmitting to its SAIG mailbox) its own data then the source, reporting and attended entity ID would all be the same COD entity id number.

Select the **Third Party Servicer?** checkbox if you are a third-party servicer using EDEExpress to submit 2010-2011 Direct Loan data.

You will need to set up an **entity ID** for Direct Loan. If you do not participate in Pell, you do not have an entity ID. As a non-Pell user, every time you log into the system, the system is going to remind you or warn you that you do not have this information set up. If you **check disabled source entity ID** for either/both Pell and TEACH, you are telling the system you do not participate in that particular Title IV program or you do not use the Express for that program.

The **Combine Modules?** Box allows you to send all of your DL, Pell and TEACH records together or separately. COD will be able to separate all the information in the data you export. If you are not comfortable sending combined records, you can leave this box blank. Keep in mind, You can use the Combine DL and Pell Export? feature only if your Source Entity IDs for Pell and Direct Loan and TEACH are the same. The checkbox remains available on the Pell, TEACH and Direct Loan Export dialog boxes and can be selected or cleared when you are exporting your Common Records.

Click on **OK** to save your COD System setup.

Now lets move on to setting up the **COD Disbursement** by going to Tools/Setup/COD/Disbursement.

For those of you that already use EDEXpress to process Pell, you know that you can submit a Pell grant origination record without attaching any actual or anticipated disbursement records to origination when you submit it. For Direct Loans, however, you do need to attach anticipated and/or actual disbursements to your origination records before you can export them. When COD gets a loan origination record, it needs to see either anticipated or actual disbursements attached to the record so it knows when you intend to disburse on this particular borrower.

For that reason, we are going to set up a disbursement profile. By doing this, you will be able to retrieve a disbursement profile and attach it to the loan origination record. If you are a brand new school and have never done this before, you will see a blank profile screen. If you are an existing school who already uses disbursement profile codes for Pell, you might have some data on the screen already. In which case, you would just click the **add** button in order to bring up a new blank screen.

As you can see, you can set up a **disbursement profile** for multiple programs (DL, Pell, TEACH) or just one of them. We will be setting up a profile for just Direct Loans.

The first thing we need to do is make sure we have our DL code listed. By clicking on the ellipse button, we can retrieve the DL School Codes that have been set up previously and as we discussed earlier in our Global School setup. For this example, we are choosing G55555. Click the OK button to return to the main disbursement setup page.

You assign a disbursement profile code to each group of disbursement dates used at your school and associate these dates with either Pell processing, Direct Loan processing, TEACH processing, or a combination of the three programs. For Direct Loan processing, in addition to disbursement dates, you store academic year dates and loan period dates.

The **disbursement profile code** can be from one to four characters in length. You can create an unlimited number of disbursement profiles, each with up to 20 disbursements, based on the needs of your school. Each disbursement profile has it's own code. For example, let's say you are a semester school and want to set up a profile for Fall 2010

& Spring 2011. You could use **FS10** or **1011**. For Fall 2010 or Spring 2011 only, you might want to use **F10** or **S11**.

Enter a **disbursement profile description** to define your DL Code. This field must contain at least 1 character. Something as simple as "Fall Spring 2010-11" or more defined as in "Fall Spring 2010-11 1st time borrowers".

For the **academic year start date** and **academic year end date** you will enter the dates when the borrower's academic year begins and ends for the specific loan period covered by the loan.

For **approved loan period start date** and **approved loan period end date**, enter the date classes begin and end for the specific period covered by the loan.

Enter anticipated **disbursement dates** in the Disbursement Dates grid. You must use at least two disbursement dates unless your school qualifies as a special school and has approval to use only one disbursement date. The first disbursement date must not be more than 10 days prior to the approved loan period start date. You can have up to 20 disbursements for all loans. Starting this year, PLUS loans can also have up to 20 disbursements.

Once you have entered all the data for this particular disbursement profile, click **save**. If you want to enter more profiles, click **add** and start a new one.

Something you should be aware of: You may not delete a disbursement profile for Direct Loan, Pell or Teach once an origination record has been attached to it. You can, however, *manually* delete, add, or change the disbursement profile code on an *origination record* as long as the origination is not batched or accepted, and as long as you do not have a disbursement record that has been batched. After the origination is batched or accepted, or if the disbursement record is accepted, you can **manually change** the Direct Loan and TEACH academic year and loan period start and end dates, as well as the Pell, Direct Loan, or TEACH anticipated disbursement dates, if necessary.

We've hit our first Pit Stop:

True or False: Your Reporting Entity ID and Attending Entity ID will always be the same

False:

If your school is reporting for itself then your reporting and attended entity ID will be your COD entity ID.

If your school (A) is reporting for another school(B) that is originating loans under its own Direct Loan code for students attending that campus, then you would have a reporting and attended relationship. School A's COD entity ID would go in the reporting field and School B's COD entity ID would go in the **attended entity ID field**.

Slide 12 contains the information on both Reporting Entity ID and Attending Entity ID.

Let's now move on to **Adding a loan origination record using manual entry**.

First, we want to go to file/open and in the box that appears you will enter the student's SSN that you will be originating a loan for. If you have ISIRs in your EDE database, you can click on the **ISIR** box and a list of all ISIRs will be retrieved allowing you to pick your student.

In this situation, we will just enter the student's SSN and click OK.

The student's record will open in the **Demo** tab. Although only the fields highlighted in yellow are required to save the demographic record, the Student's Permanent City, Student's Permanent State, and Student's Permanent Zip Code fields must be included in order to save a Direct Loan origination record

Note that you can enter up to two email addresses per person on the demo screens in case a student has both a temporary school assigned e-mail and a permanent e-mail.

Drivers license and driver's license state code are helpful if you are processing loans for a student since it will help with default prevention.

Entrance and exit counseling are recorded on the demo page in the top right corner. You can enter the data manually, or if you import the counseling data into EDEExpress, it will be populated here with the date that the counseling was completed. This information is not required for originating a loan.

Once you have entered the required data, click on file/save or the save button. Then you will be able to click on the **origination** tab shown at the bottom of the screen.

This is the **Origination** screen. We have tabs for DL, Pell and Teach.

Once you have clicked on the **Direct Loan** tab, click on the **+ (plus)** sign or you can go to **record** and **add**.

This will bring up a dialogue box allowing you to add a loan.

The dialogue box asks you specifics on what loan type you want to add.

You have a choice of **S** –Sub, **U** –Unsub, **P** – Plus or **G** – Grad Plus.

The DL code will be pre-populated based on what is set up in your system already.

If you are one of the campuses that processes for multiple campuses, you can change your DL code by clicking on the ellipse button and choosing the code you want.

You will then click on the ellipse button for your **disbursement profile code** and choose the disbursement profile for this student's loan from the dialogue box that appears.

This is the Loan Origination Manual Entry screen. Based on your entry as shown on the last slide, your screen will populate with the following fields:

DL Code

Disbursement Profile Code

Loan Period

Academic Year

Dependency Status (from the demo tab)

All of these fields except for DL Code can be changed if necessary.

The cursor appears in the “loan amount approved” area. This is where you want to enter the amount that the student is approved for, keeping in mind that you do not want to give them any more than they are eligible for. You also do not want to give them more than they are requesting.

An ISIR import into the Direct Loan module updates the Default/Overpayment field on the loan record based on the NSLDS match flag.

If this field is not updated, then you will need to confirm whether or not the borrower is in any type of loan default or grant overpayment situation. Most of your students will not be and you will be indicating “No”. If you put a “Y”, they are not going to be eligible at

COD. If the student is no longer in default or they are no longer in overpayment, you can choose to override this. Most of the time, you just have “N” here. Then you need to enter the student’s college grade level.

This is all the information that you need to complete at this point in order to successfully originate a loan origination record. You want to hit the **save** button. When we hit the save button, additional information is filled in, for example, the fee and rate percentages, based on what was set up earlier.

When using the electronic Master Promissory Note, enter “T” on Loan Origination Record (LOR)

If MPN is on file, “T” will change to “A” upon import of origination response file

If MPN is not on file, “T” will revert to “R” status-school can then remind student to complete eMPN

Schools who choose to print their MPNs at the school may print at this time; MPN Status will go from “R” to “P”

Prom note must then be completed and signed by the student and returned to the school. An **S** would be entered on this screen.

Once note is Manifested, an **M** is entered. School must then manifest MPN(s) and send to COD Ancillary Services in Montgomery, AL

Return receipt requested or overnight is recommended but not required

Remember that you can set the print option on an individual basis to have COD print and send to either school or borrower. If COD prints and sends to borrower then school does not have to manifest to send to Montgomery

Let’s move on to manually adding a Parent Plus loan.

Click on the **plus** button or the **record/add button**. And choose **P** for Parent Plus.

All parent borrower information must be completed on the PLUS Info tab (bordered in red) prior to origination. While not necessary, it is helpful if you can provide the parent borrower’s driver’s license number and state of issue.

Click on the **“Save”** button located on the menu bar – which is not seen in this view.

Most of you will probably be doing your credit checks by submitting your origination record to COD. COD will check the credit status and return the status to you on the Common Record response that is returned to the school for that student record. In the event that you have a parent in your office who wants to know whether or not they will qualify for that loan, you can go online to COD and with the parent's written approval, and do the credit check instantaneously. Keep in mind that if you do a credit check online, the results of that credit check are only good for 90 days. You must submit the loan origination record using the results of that credit check within 90 days. If you wait till the 91st date, another credit check must be done again.

The new studentloans.gov website allows borrower initiated credit checks.

Once you have completed the Loan Origination Record (LOR), we can originate the loan by clicking on \$ sign on the menu bar, or by selecting **File/originate**.

In looking at our Loan Origination Record, we can now see the origination status which is **R** for Ready to be batched. It is ready for export to COD. Take a look at the “**disclosure statement print indicator**” box. This is pre-populated depending on how you set up your COD School Setup as we discussed earlier. In this case we set it to “**S**” for COD to print and send to the borrower.

We are now going to add loan origination records using the ISIR import method. This is really handy, because if you use this method, you are pulling all the information into the Direct Loan Module from the ISIR that was previously imported into EDEXpress ISIR Module. Importing this is a bit of a data entry saver. You can import any or all as long as they have a valid ISIR. You cannot process a loan based on an invalid transaction. In this instance, you are pulling ISIR information into the DL module and originating loans at the same time

Using our ISIR Import function, let's create multiple Subsidized loans.

Go to **file** and **import**. You want to make sure you are on the **direct loan** tab. Your import type will be **loan data ISIR**. You can only create one type of loan for every import that you do. So, we can either create a Sub, un-Sub, Plus, or Grad Plus.

You must select both your DL code and Disbursement Profile code. You do this by clicking on the ellipse button and selecting from the list.

You can use queries to narrow down the data that you are selecting for any reason in EDEExpress. For clarification, queries are different groups of records that are preset in EDEExpress, for example, "Students with a particular EFC range". If you want to select a particular student or group of students rather than importing all ISIRs, click on **Selection Criteria** and choose your imports from there.

Once we hit the **okay** button, the system will import ISIR data for all students who have a valid ISIR data into the direct loan module.

But first, let's take a look at some of the options you have when choosing **Selection Criteria**.

After clicking on **Selection Criteria...** you will see a pop-up asking for **title, query name** and a button **Select Records**. By clicking **Select Records** you can retrieve all the ISIRs in your EDEExpress database as shown on the screen shot on the right. From there you can select those ISIRs you wish to import into DL.

Or....by clicking the ellipse button by **Query Title** you will see a pop up screen with a list of all your pre-defined queries as seen on the lower screen shot.

Let's say we want to import some ISIRs based on a range of SSNs. You might want to use this if your workload is divided up by SSNs.

After clicking on **Query Title**, we see a pop up of the various queries we have in our database. We would then choose **ssn range**.

Another pop up appears as seen in the lower left and from here you will click on **Select Records** so you can define your query.

The final pop up allows you to set the parameters. For instance, you might want to pull in all ISIRs for SSNs between 560-00-0000 and 570-00-0000. Click OK and those ISIRs will be downloaded.

Once the import is complete a screen pops up confirming the import.

You can also print an **import edit report**. It's purpose is to inform you that the data was successfully imported. If for some reason we have requested multiple students and not all of them were eligible to be imported into the direct loan module, we would have the student's social security number and the student's name in the error message listed on this report. The report will only list the exceptions or the rejected records or if we had skipped records.

If we close out the import edit report and go back and open a student's record, we go to the origination tab and all the information is filled in except for the amount approved, which was not an option on the import screen. So, we just need to fill in the loan amount.

Once this is done, you can originate the loan by clicking the green dollar sign for origination or selecting File/originate.

Our 2nd Pit Stop:

The disclosure print statement box is filled in:

By the school when entering data on the origination screen;

By COD when origination record is received; OR

With pre-populated data from COD School set-up.

The answer is:

With pre-populated data as determined in the COD School Set-up.

You can see where the disclosure print statement box is located by taking a look back at slide 22.

And, another one:

Who can initiate a PLUS Loan Credit Check?

School;

COD;

PLUS Borrower; OR

All of the Above

And the answer is: **All of the above.**

A school can do a credit check via COD website.

COD will initiate a credit check upon receipt of a PLUS origination from the school.

On our new studentloans.gov website, PLUS borrowers can initiate their own credit check.

Slide 31 contained information on the credit check within EDEXpress.

Once we have originated a loan we can now view the disbursements screen.

Anticipated disbursement records are required for Direct Loans.

Once a loan is originated and the disbursement tab is enabled (or no longer grayed out), the anticipated disbursements are displayed on the disbursement screen.

Disbursements are calculated based on Disbursement Profile Codes

In order to change an anticipated disbursement into an actual disbursement, the **Disbursement Release Indicator** must be checked

Checking this box will add a sequence number and loan disbursement type to the disbursement grid

D=Actual Disbursement

A=Adjusted Disbursement Amount, using new gross or net amount

N=Net Adjusted Disbursement Amount, using net adjustment amount

Q=Adjusted Disbursement Date

We can see this on the next slide....

As we mentioned on the previous slide, All we had to do now in order to turn these anticipated disbursement records into an actual disbursement is click the **disbursement release indicator**. We now have a status of “R”, meaning it is ready to export. The

sequence number fills in, telling you that it is the first sequence number. Once you are done with this screen, click **save**.

Direct Loan Origination and Disbursement records will be exported to COD when they are at an “R” status or an “E” (rejected) status.

Actual Direct Loan disbursements may not be submitted to COD any earlier than 7 days prior to the actual disbursement date for Advanced Funding schools.

Pit Stop #4:

The Disbursement Release Indicator:

Sends the record to COD;

Removes the disbursement from the record;

Change an anticipated disbursement to an actual disbursement; OR

Allows you to send the disbursement record to COD up to 30 days prior to disbursement.

The answer?

Changes an anticipated disbursement to an actual disbursement

Once the Disbursement Release Indicator is checked, it changes to an “R” status allowing it to be exported to COD by the school.

Remember, you can only send actual disbursements to COD up to 7 days prior to the actual disbursement date.

On slide 45 you will see where the disbursement release indicator can be found within EDEXpress.

We are now going to export our Direct Loan records by going to **File/export/** and selecting the **direct loan** tab. We have chosen the **COD Common Record** as our Export Type. When we set our software up, we said we were only going to be exporting a direct loan record, so it defaults to that. We did not want to combine it with any other grants or teach record.

You can also exclude records by clicking the **direct loan origination** and/or the **direct loan disbursement** button and by selecting those records you want to export, you will exclude those you do not want to include.

Let's say maybe the person that does the Pell processing in our office was out and asked if we could send Pell Grant data, so you do want to combine your export. You could just check the Pell box for this particular export. It will combine any Pell, ACG, or Smart records that you may have in EDEExpress along with your DL record to export to COD.

As you can see, besides your DL options of Origination and Disbursement, you know have the same Pell options.

Clicking **OK** will bring up a progress bar on your export status.

If you want to select specific records, you would click on either the DL Origination or DL Disbursements button. You can select or exclude records by using either a **query** (click on the ellipse button to bring up a list of your queries) or click **Select Records** and you can uncheck the ones that you do **not** want to send to COD.

As we briefly mentioned on slide 47, if you want to export only specific student origination **and** disbursement records, you must select the students by clicking both the DL Originations button and the DL Disbursements button. The use of these buttons limits the records ready to be exported to the ones you specify. Therefore, if you select the student records you want to export by clicking only, for example, the DL Originations button, only the origination records you specify will be exported but all your disbursement records will export.

Remember, if you choose to send all of your Origination and Disbursement records to COD they must be in an "R" status or an "E" (rejected) status.

Records are exported out of EDEExpress to EDconnect, and must be transmitted to COD. The records are then processed by COD. The results are sent back to your mailbox for you to retrieve. You should expect to see records that were sent to COD processed returned to your mailbox within 24 hours. If you do not see a response back to the records that you have sent in within 24 hours, you can look into your Batch Status on EDEExpress or log into the COD website and research the possible reason. We will discuss batch status in EDEpress in a bit.

When it comes to importing your files, you would click on **file/import** and select the **Direct Loan** tab.

The file you will be importing is the **COD Common Record/Response** file. It will be imported from your **C:\iam\data** file. Remember that it was sent from COD via SAIG and you brought it in using **edconnect** or possibly another in-house version of retrieval software.

You can send the import file, which gives you a list of all your imports, to your printer, a file to view later, or a screen shot.

I mentioned earlier that you might need to research a batch.

By going to **tools/browse/direct loan** you can see the batches that have been created in EDEXpress, their types and their status.

Most of our batches shown here are in an **A** status, for accepted. Meaning they have been received, accepted and a response was returned by COD. For those that do not have a response, you may need to research further by using the COD website.

Since we need to change some data on a student's actual disbursement we will go back to our Disbursement tab for that particular student. In order to make a change to a disbursement in EDEXpress, it has to be at the "A" status. Any records at the "B" status cannot be changed. Records in either the "R" or "E" status can be deleted from your database at any time and entered with the corrected data. Keep in mind that a record rejected or at the "E" status was never built into the COD software. As it is not there, you could easily delete it from your database and move on to create what you wanted to create in the first place.

If you look at the 1st and 2nd columns, you will see the various types of loan adjustments made along with their sequence numbers. On this screenshot, we can identify our 1st Disbursement with the sequence number of 1. We have several date adjustments, represented by a "Q". You can see the various sequence numbers. Note that sequence numbers 66 and 67 are reserved for those adjustments made on the website. All of these have been accepted by COD, except for our most recent date change which is in a "B" status – meaning this record has been batched.

As you can see, you could have additional sequences if you have to adjust a loan downward or if you have to change the date.

Let's go ahead and change an actual disbursement.

Click on the disbursement number that you want to make the change to. As you can see, we are going to change our 1st Disbursement.

Next you will click the **down arrow for Type** and **select the type of adjustment that you are making**:

To adjust the amount, select **A**. Enter the Gross Amount or Net Amount that the student will receive, depending on what you have established in Direct Loan School setup. The Date field is disabled. Enter the new amount and click Add Disbursement.

To adjust the disbursement date only, select **Q**. The Amount field is disabled. Enter the new date and click Add.

When changing the anticipated disbursement amount, remember to enter the new gross or net disbursement amount you want to pay, not the difference between the old and new disbursement.

EDEXpress does not allow you to change both the amount of the adjustment and the date at the same time. If you need to change both, adjust either the date **or** the amount, export that record to COD and once you receive the response you can go back to the disbursement screen and adjust the disbursement again as needed.

For this example, we have selected to change disbursement number 1. Under disbursement type we chose to select "A" to make an adjustment to a disbursement and enter \$800 dollars. We then click on "add disbursement" and the change will then appear on the lower grid of the disbursement tab. Let's look at the next slide to view the lower grid with our changes.

Here is a screen shot of the lower grid of the disbursement tab. We have scrolled down in this screenshot. Notice the 1st disbursement row has our updates: an increase in Disbursement 1 (notice the "A" for adjustment), Sequence 2 with a net amount of \$800.

Click on the save button and this will set the disbursement adjustment to "R" status under the "Status" column, which means that it is ready to be batched to COD.

To change an actual disbursement amount you enter the difference between the disbursement you reported and what was actually disbursed. True or False?

This would be **False**

When changing the actual disbursement amount, remember to enter the new gross or net disbursement amount you want to pay, not the difference between the old and new disbursement.

Slide 53 contains the screenshot this Pit Stop is referring to.

EDEExpress allow you to enter data for students one at a time or enter data for multiple students at one time. In order to do multiple entry, on the menu bar select “**Process**”, “**Multiple-Entry**” and then “**Direct Loans**”.

Once you have opened the Direct Loan multiple entry function of the software you’ll be able to view your choices. Not all the fields can be updated using the multiple entry function. For example, you can change the disbursement amount using multiple entry but you can’t change the loan period for multiple students.

This screen shot only shows a portion of all the fields that you can select for multiple entries.

When you are actually in the software, you can scroll down to view all of your multiple entry choices.

By clicking on the checkbox to the left of the field, or field(s) you want to update you will be able to adjust the value of that particular field. In this example, we will be updating Disbursement #1. But first, we want to pick the records we plan to update by clicking on **Selection Criteria**, which will give us the popup screen you see here...

You can choose under SSN file to pull a list of SSN’s from an external file or click on the **ellipses** button and type in the SSNs you want to update. Another option is to click on “**Selection Criteria**” and the software will bring up a list of pre-defined queries to update student records that meet certain pre-defined criteria.

If you want to learn more about the queries that are available or how to set up your own defined queries, you can download the EDE Express Desk Reference from

fsadownload.ed.gov. Our EExpress Basics on-line training is another way to learn about queries.

Another option for selecting specific records is to go to “**Selection Criteria**” and click on “**select records**” and it will bring up a list of student records from which to choose. To illustrate this function we clicked on “Selection Criteria” and then “Select Records”. Let’s look at the next slide to see what it looks like.

When you choose “Select Records” under the “Selection Criteria” option this is the next screen you will see. All you need to do is click the checkbox to select the students you wish to apply this update to. Once you are done, click on “**OK**” on the bottom of the screen to complete your selection.

Once we have selected our students, we are taken back to our Multiple Entry screen. As you can see, by clicking on **Disbursement Number** additional boxes were automatically checked by the system as these are items that could be updated at the same time.

In this case, we only want to update Disbursement #1 to export, so we need to also select the **Disbursement Release Indicator (DRI)**. By checking the **Value** box we will be updating the DRI for our selected students to a “true” status.

Once you click **OK** after updating your entry criteria, a new grid will display allowing you see the records that you have chosen along with a pop-up screen asking you if you want to go ahead and save these changes.

The highlighted blue box contains the data you are updating. You can change this data from here if you need to. In this case we have decided to ‘deselect’ Evan. We have unclicked the select button for him which will take him off our list.

Then click **Save**.

You will see several popup boxes for you to reaffirm your decision. Click **yes.....**

We are then asked if we **are sure you want to update X number of record(s)?** and if you are, click **yes** again.

Once the updates have been made you will get an Edit Report listing how many records and the number of field that were successfully updated.

You can go back to a student's individual record to view the changes you made through "Multiple Entry" Here was the screen shot of one student where we updated the first disbursement's DRI to true. You will see that the status is now "**R**" making it ready to be exported.

Pit Stop #6

True or False...

Multiple Entry is limited to one update for multiple students.

The answer is **False**

Multiple Entry is a process that allows the user to make one (or multiple) updates to multiple student records

Slide 57 starts our section on multiple entry.

Now, let's talk about Direct Loan Reports that are available in EDEXpress. These reports are designed to help you manage the Direct Loan Program by taking a closer look at your data to help you identify loan records at different stages of the process.

To access these reports, simply select the "File" and then "Print" or just click on the green printer icon. Let's take a look at some of these reports on the next few slides...

By selecting **Pending Actual Disbursements** as your report type, you can get a list of students and their pending actual disbursement dates. This gives you the opportunity to check their eligibility as well as an idea of how much they are scheduled to receive.

Here is the report giving you students, amount of loan disbursements, as well as anticipated date of disbursements.

Suppose you want a specific date range on your pending actual disbursements.

From your print screen, you will want to fill in the **Anticipated Disb. Date Range**.

The report you receive lists those students whose anticipated disbursements fall within your selected date range as well as loan totals and total for all loans within that date range.

You can also request your Pending Actual Disbursements with the totals only. This is particularly valuable in giving your business office an idea of how much they will need to drawdown from G5.

This report gives only the totals that are expected to be disbursed within a certain date range.

One of the reports available is the “**List-Actual Disbursements**”. As the title of the report implies, you can print a list of loan records for which you have made an actual disbursement. Under this report option you can filter certain data elements to create a more predefined list; for example, you can print those who have actual disbursements but have not yet booked, or you may want to print a list of Actual Disbursement records that are booked along with the total net amount to possibly compare against your internal business records. You have multiple options under this report. You can sort by SSN, Loan ID, Last Name, or Disbursement Status. You obviously will base your selection on your reporting needs.

Here we have the Actual Disbursement List. Notice that depending on your sort options you will see the students Name, Loan ID, SSN, disbursement type, disbursement date and amount, its disbursement status and whether the loan is booked or unbooked.

Another report option is the **List-Loans**. This report will provide you a list of all loan records in your EExpress database regardless of their status. It even lists those loan records that have been originated and then reduced to zero.

This is a sample of the List Loans Report. It is very simple, and it just contains the grade level, loan amount approved, Plus Loan credit check, and origination date.

When schools run this report, combined with either pre defined or user defined queries, they can get most of the information they need on borrowers from EExpress.

Another report you will find very useful in EExpress is the **List-Status**. It's a bit like an internal EExpress 30-day Warning Report. It shows you the status of your origination record and promissory note. This list includes your booked and unbooked records, and you have the option for narrowing down your report to view records by the different disbursement status as you see here on this slide.

On this List Status Report all our records are in an accepted status, except for Evan's adjusted disbursement of \$800 which is in an "R" status.

Unlike the other reports that typically give the option to include everyone in your database, when you select List Status, you are required to select a disbursement status- meaning A for Accepted, N for Not Ready, R for Ready and so on, as we showed you on the previous slide. Ideally, if you run this report, it would be view those records that are not on an "approved" status, so you can concentrate your efforts on resolving those.

The **List-MPN** report are divided into three categories. First, you have the List MPN PLUS, you also have the the List MPN -Grad and lastly the List-MPN Sub/Unsub as you see here . This report will list the status on the MPNs in your system whether they were paper MPNs or eMPNs.

On this report you'll have just your Subsidized and Unsubsidized MPNs. As you can see, you have the student's name, loan ID, MPN status, when it was manifested, and the acknowledgment date.

Even if chose to have your students complete an electronic Master Promissory Note, you still have the ability as mentioned earlier, to print individual paper MPN or multiple paper MPN for your students. You can order paper MPN via **fsapubs.org** or by calling the 1800 number listed on this slide.

To print a paper MPN all you have to do is go to File, Print, and select MPN Sub-Unsub, or MPN Plus, or MPN Grad Plus.

If you choose to print a Promissory Note, this is what it will look like within EDEExpress. Of course, you are not going to see all of the “x” s as you see here. This was done on purpose so you can see where the borrowers information will be printed on an actual Note.

A manifest must accompany any Promissory Notes that you print within your software. You will ship those to our servicers in Montgomery, Alabama.

The manifest contains a list of all of the promissory notes you have included.

This is what a Manifest looks like. It is just a packing list for all the promissory notes. Once printed all you have to do is write in the number of MPNs being included, and the authorized person to handle the shipment signs at the end of the form.

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And our last Pit Stop:

Which report is most like a 30-day warning report giving you information on Originations, MPN and Disbursements?

List-Actual Disbursements;

List-Loans;

List-Status; or

Manifest

The answer is

List – Status contains the status for each loan’s origination, MPN and Disbursements as well as all unbooked and booked statuses.

Slide 78 has a screen shot of the List-Status report.

We have more EDEExpress training available on IFAP. It’s a self-paced web-based training available to all interested in learning how to use all the functions contained in the EDEExpress software. You can access it by going to IFAP then “Tools for Schools.” then you’ll see the EDEExpress Web based Training link.

We also offer our Direct Loan Suite Training: Programmatic, Systems, COD Processing for Schools new to Direct Loan, Direct Loan Reconciliation, and Direct Loan Reports. For more information on this training, go to the Training session on IFAP.

Remember, you can download EDEExpress and the Desk Reference on <https://www.fsadownload.ed.gov>

This concludes our session on Using EDEExpress to Process Direct Loans. Thank you for attending.